

ELECTRONIC CASE FILING (ECF) PROCEDURES
for
Fredrikson & Byron, P.A.*

TABLE OF CONTENTS

A. Preparing Documents for Electronic Filing (i.e. how to create PDF files).....	2
B. Filing Documents for Civil Cases: Basic steps	4
C. Saving Documents You Receive Electronically.....	5
D. Clean Up My Documents.....	7
E. Pacer Account Access.....	9
F. Scanning documents from the Copy Center.....	10
G. Using Outlook for ECF e-mails	11
H. Judge's e-mail addresses	14
I. Saving a Document to the Hard Drive of the Computer.....	15
J. Set E-mail Addresses Where Notices Will Be Sent from the District Court.....	17
K. ECF Master Forms.....	21

*** These procedures do not replace the ECF Procedures Guide issued by the court, but supplement that document to provide additional information and fill in gaps not addressed in the ECF Procedures Guide**

1. The first part of the paper is devoted to a discussion of the

main results of the paper.

2. The second part of the paper is devoted to a discussion of the

main results of the paper.

3. The third part of the paper is devoted to a discussion of the

main results of the paper.

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main results of the paper.

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ELECTRONIC CASE FILING (ECF) PROCEDURES

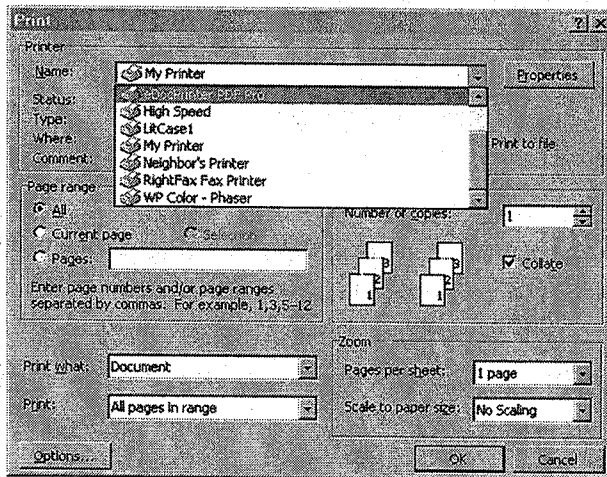
for

Fredrikson & Byron, P.A. *

A. Preparing Documents for Electronic Filing (i.e. how to create PDF files)

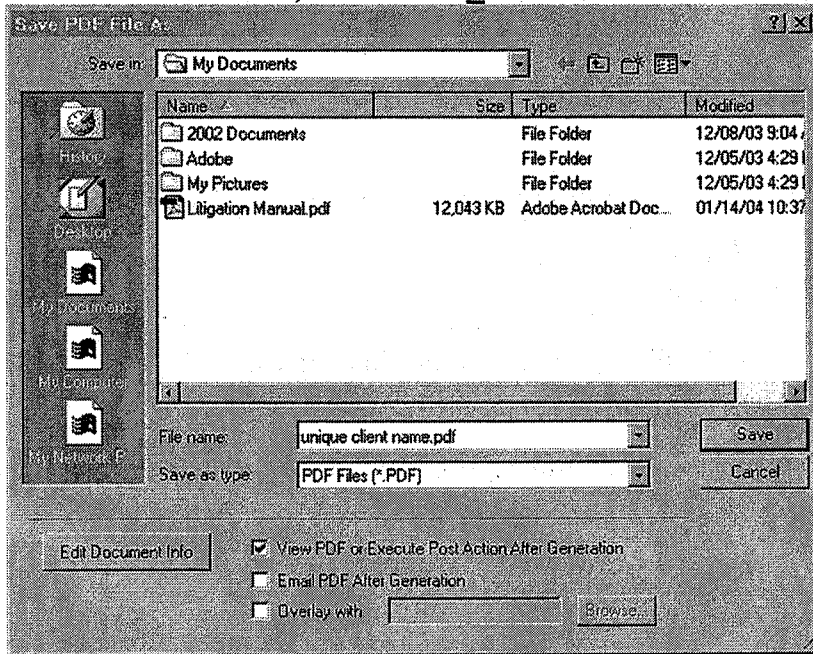
Saving your documents as .pdf files:

1. Create and finalize all document(s) for filing.
2. Once the document(s) are ready for filing, open one of the documents.
3. Select **File | Print** from the menu.
4. Click on the black drop down arrow in the **Name:** field, and select **eDocPrinter PDF Pro** as your printer name.



5. Click on the **OK** button.
6. The **Save in:** field should indicate the **My Documents** folder. If it does not, please click on the black drop down arrow to the right and locate the **My Documents** folder.
7. For ease in locating this PDF file later, you will need to give it a unique file name. Your naming convention should be one that easily identifies the file.

8. Once the file is named, click on the **Save** button.



9. Once the file is saved, Acrobat Reader is launched so you can view the PDF. All documents are considered filed when received by the court so it is very important that you view the document to ensure it is the correct document and it does not contain errors. Once you have reviewed the document, you may close Acrobat Reader.
10. **Repeat Steps #1-10 above for each additional document that will be filed under this particular matter.**
11. When all filing documents have been saved as PDFs to your **My Documents** folder, you are now ready to file the documents electronically. Each document will be filed separately with the court and the document cannot exceed 2 MB. You can use the details view to see the file size of the converted document. 2mb is equivalent to 2096kb

The following is an excerpt from the U.S. District Court Frequently Asked Questions web page. It pertains to converted documents:

85. How many pages in a word processing document convert to 2.0 mb which is the proposed limit for attachments?

ANSWER An electronic version of a document may convert differently depending on how the file is converted and what is contained in the file. This equates to approximately 80-100 pages of pure text converted to a PDF file.

(Early testing at our firm indicated the 2.0mb file size equates more to 40-60 pages)

B. Filing Documents in Civil Cases: Basic steps

There are eight basic steps involved in filing a document:

1. Select the type of document to file.
2. Enter the case number in which the document is to be filed.
3. Designate the party(ies) filing the document.
4. Specify the PDF file name and location for the document to be filed.
5. Add attachments, if any to the document being filed. Some documents such as orders will need to be sent electronically in the form of either Word or WordPerfect depending on the judge refer to the Civil Procedures manual for correct format requirements. Please save the document locally (outside of Docs) and select save as type to WordPerfect 5.0 (*.doc) .
6. Modify docket text as necessary.
7. Submit the pleading to ECF.
8. Receive notification of electronic filing.

Under **Start | Network Programs | Litigation | ECF** you will find the following links to assist you with filing your documents:

Civil Procedures Guide

Civil Users Manual

Criminal Procedures Guide

Criminal Users Manual

Login in to ECF

MN District Court Home Page

View My Documents

} Add the web

HELP DESK INFORMATION

For additional ECF support, please contact the court Help Desk between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

Toll Free Help Desk

1-866-325-4975

Or 612-664-5155

OR

E-mail:

ecfhelpdesk@mnd.uscourts.gov

InterAction has been updated with the ECF Help Desk contact information. If searching, simply type the word Help in the Name: field.

A screenshot of a search interface. It features a magnifying glass icon on the left, followed by the text "Name:" and a rectangular input field.


Dear Sir,
I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the above matter.
I have conferred with the proper authorities and they have decided to grant your request.
I am, Sir, very respectfully,
Your obedient servant,
J. H. [Signature]

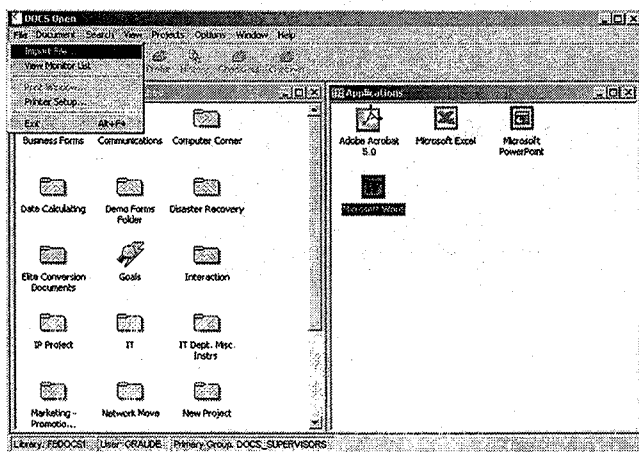
I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the above matter.
I have conferred with the proper authorities and they have decided to grant your request.
I am, Sir, very respectfully,
Your obedient servant,
J. H. [Signature]

I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the above matter.
I have conferred with the proper authorities and they have decided to grant your request.
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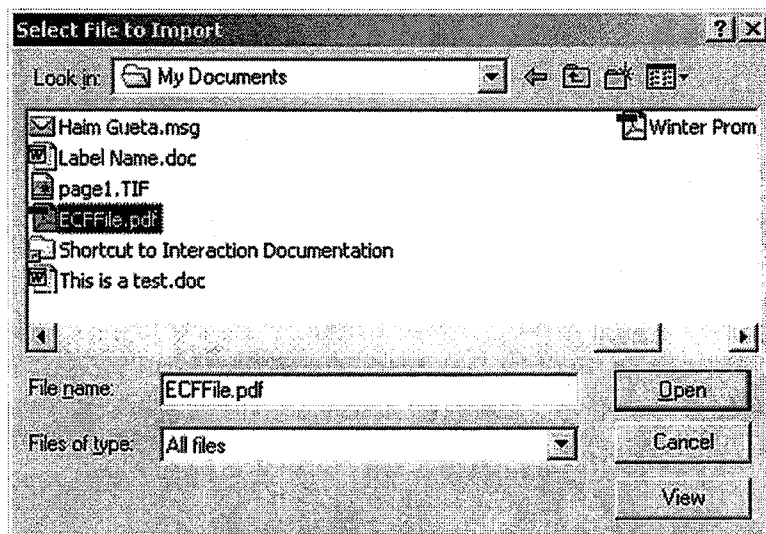
C. Saving Documents You Receive Electronically

Once you receive the **Notification of Electronic Filing** from the court, please follow the steps below to **save these PDF files to Docs Open**. It is important to import these PDF files into Docs Open so other users can access them on the network as a record of actual documents filed with the court.

1. Open the hyperlink in the e-mail to the document.
2. Select the save a copy icon in the web view 
3. Save it to your **My Documents** folder
4. If it is not already available, open **Docs Open** by clicking on **Start | DocsOpen**.
5. From the menu, select **File | Import File...**



6. From the **Select File to Import** screen, click on the black drop down arrow next to the **Look in:** field to navigate to the **My Documents** folder.
7. Locate the PDF file that needs to be profiled and click once to select it.
8. Click on the **Open** button to begin the import process.



9. A profile screen will appear. When completing the profile screen, use **FILING** for the **Document Type** (see illustration).

Document Profile

Document Name: Slidell ECF filing - pleading # 2964343

Description:

Practice Area: Litigation

Author: FRASTH Fraser, Thomas S.

Document Type: **FILING** scanned pdf

Client: 19684 Slidell, Inc.

Matter: 000003 v. Protein Technologies Intern

Application: ACROBAT Adobe Acrobat 5.0

Entered By: GRAUDE

Storage Type: Keep

History

Created: 5/6/2004 Grausam, Dee

Edited: 5/6/2004 Grausam, Dee

Status: Available

Access Control

☐ Secure Document

☐ Enable Content Searching

OK Cancel

10. Click **OK** to save the PDF.

11. Repeat **Steps 1-7** for all PDF documents that were filed using ECF.

D. Clean Up My Documents

Once your PDF files have been saved to Docs Open, they do not need to remain in your **My Documents** folder. If you do not keep your **My Documents** folder clean, you will have a difficult time finding future PDF files. With old PDF files in the **My Documents** folder, there is a greater chance of sending the wrong PDF to the court. In addition, PDF files can take up a large amount of system space so you may also encounter system slowness or computer performance issues if you keep these unneeded PDF files stored in **My Documents**. As you can see, it is extremely important to maintain a clean and orderly **My Documents** folder. To clean up this folder:

1. Open your **My Documents** folder by doing one of the following:

Click on **Start | Network Programs | Litigation | ECF | View My Documents**.

Or

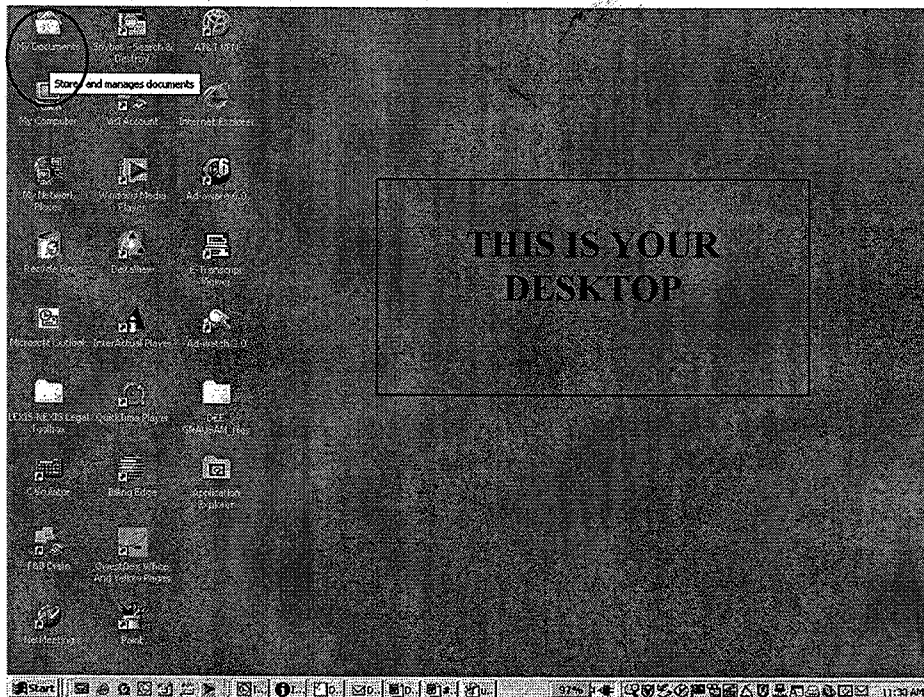
Right click on the **Start** button and select **Explore** and navigate through the Folder List on the left hand side of the screen to find **My Documents** at the top of the list.

Or

Click on your **Show Desktop** button next to your Start button to reveal your desktop

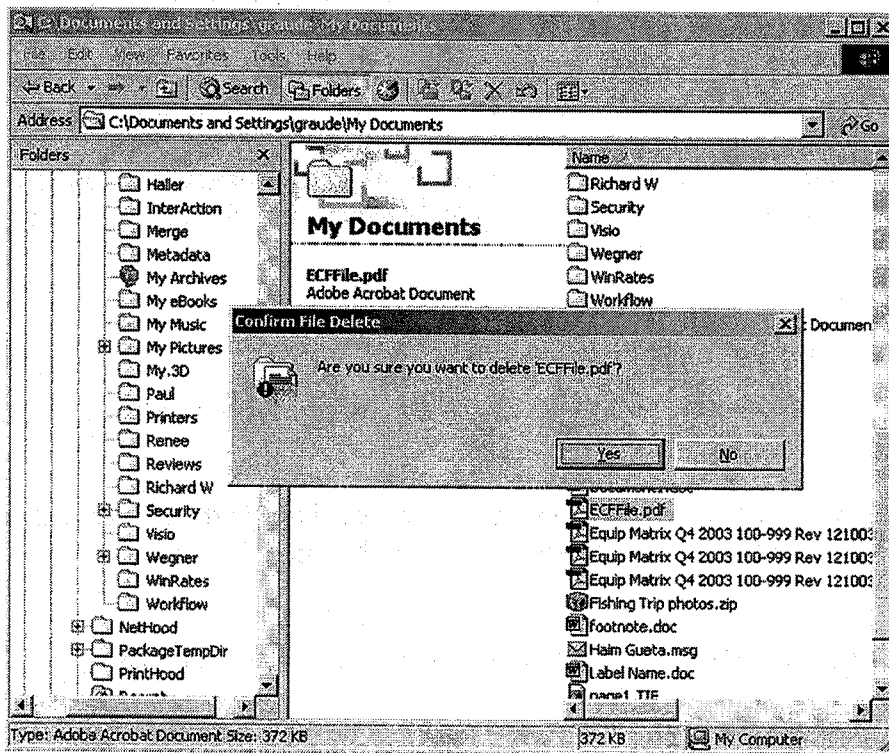


and double click the **My Documents** folder.



2. Once you have accessed **My Documents**, you can permanently delete the documents by clicking once on them and pressing the **Shift** and **Delete** key.

3. From the **Confirm File Delete** screen, click the **Yes** button to confirm the deletion of the selected file.



NOTE: To select multiple files, hold the **Ctrl** key while selecting your files for deletion.

When all files have been deleted, either click on **File | Close** or the **X** in the upper right hand corner of the screen to exit the **My Documents** folder.

E. Pacer Account Access:

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index.

To access Pacer, you can use the shortcut located at

Start|Network Programs|Litigation|ECF|Login to ECF

Use the firm's account to access Pacer.

Login: **fb0012**

Password: **capita72**

Client Code: (i.e. **123456/1234**)

DO NOT SELECT THE "SAVE MY PASSWORD FOR PACER" option.

The firm has no method to recover Pacer access fees without the entering of a client/matter code. Please make sure when accessing Pacer the information is included during login.

When Pacer is used for Criminal Cases, security system access is set to login twice. Once for access to ECF, and once for Pacer.

F. Scanning documents from the Copy Center

Go to the high-speed scanner on your floor

Place items to be scanned facing up

Select the button named **Scanner**

On the panel, find your **LOGIN** name (i.e. RussMi)

Use the up/down arrows to move forward or back

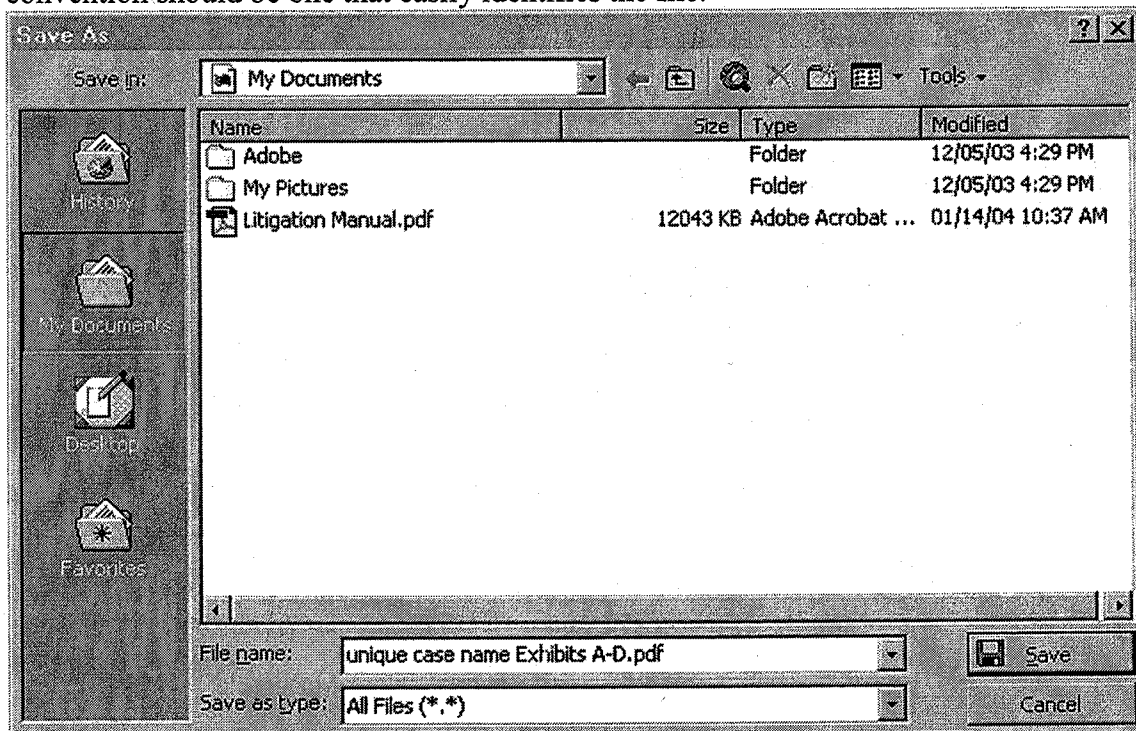
Select the green **Start** button

When completed, push the **Copy** button again; otherwise the next person to use the copier will get a scan job instead.

The scanned document will be sent to you via e-mail

Save the attachment to your **My Documents** folder in the same manner as a converted Word document.

For ease in locating this PDF file later, you will need to give it a unique file name. Your naming convention should be one that easily identifies the file.



The size of the scan will depend on what is being scanned. You will need to make multiple scanned documents to submit Exhibits as outlined in the procedure manual.

The 2mb file size threshold applies to scanned documents as well.

G. Using Outlook for ECF e-mails

Using the Outlook built-in Organization feature can help organize electronic filing e-mails. By creating a subfolder and setting up a rule to have Outlook automatically move e-mails from the court to this folder, you can save yourself a great deal of organizational time and effort.

Creating Sub Folders:

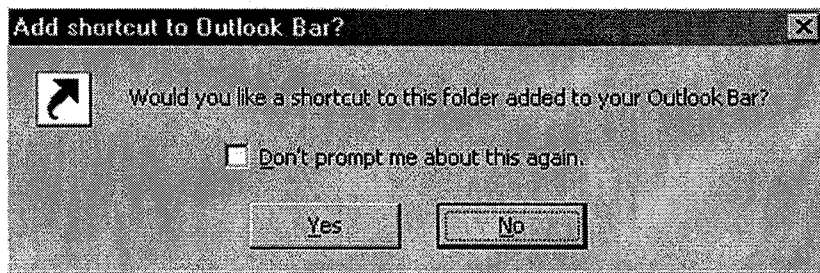
From your Inbox, open the **File** menu (You can also right click on the Inbox and select New Folder)

Select New, Folder

Enter the **name** ECF in the Name field.

Click on **OK**

1. You *may* receive this message



2. Select No

***E-mails can now be **dragged** to this folder, or you can set up a rule that will automatically move all e-mails from the court to this folder.

The sub folders can be viewed by clicking on the **Folder List** button on the Advanced toolbar

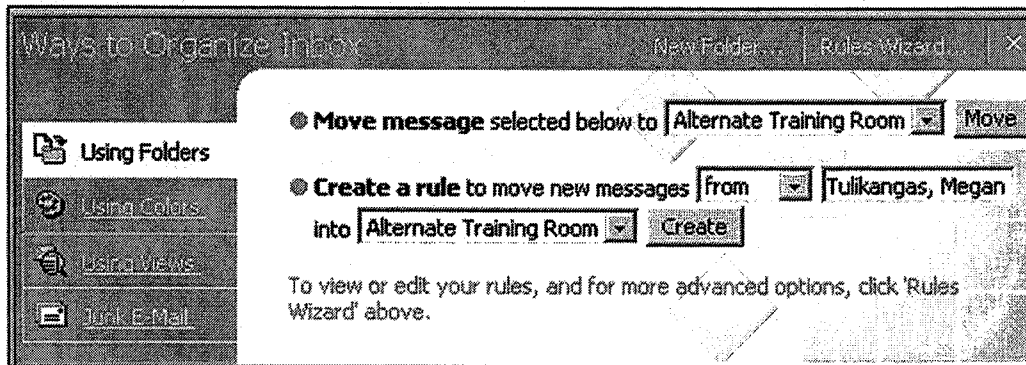


Folder List

or select View, Folder List. You may need to click a plus sign icon (+) next to the Inbox to view these folders.

Creating rules to have messages automatically sent to a specified folder:

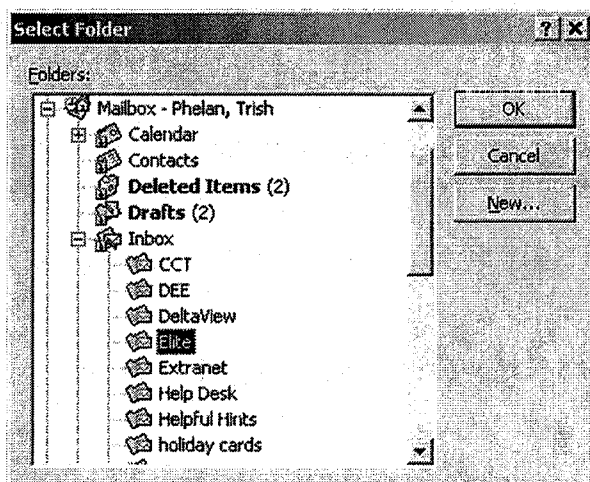
1. From your Inbox, click on the toolbar **Organize** button



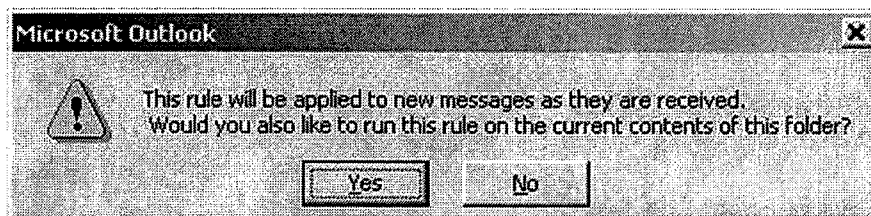
2. Click the link **Using Folders** on the left
3. In the **Create a rule** bullet option, verify you are moving messages “**from**”

Enter **ecf-notice@mnd.uscourts.gov**

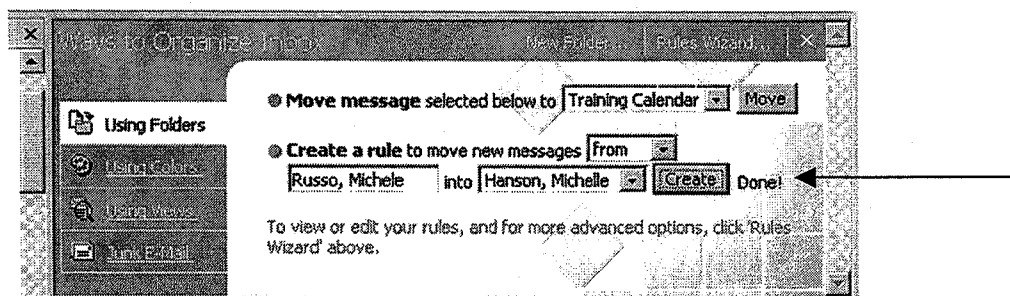
4. Open the drop down list and select the **folder** you created for ECF e-mails (If the folder is not listed, select the **Other Folder...** option and navigate the folder list structure to select the desired folder.)



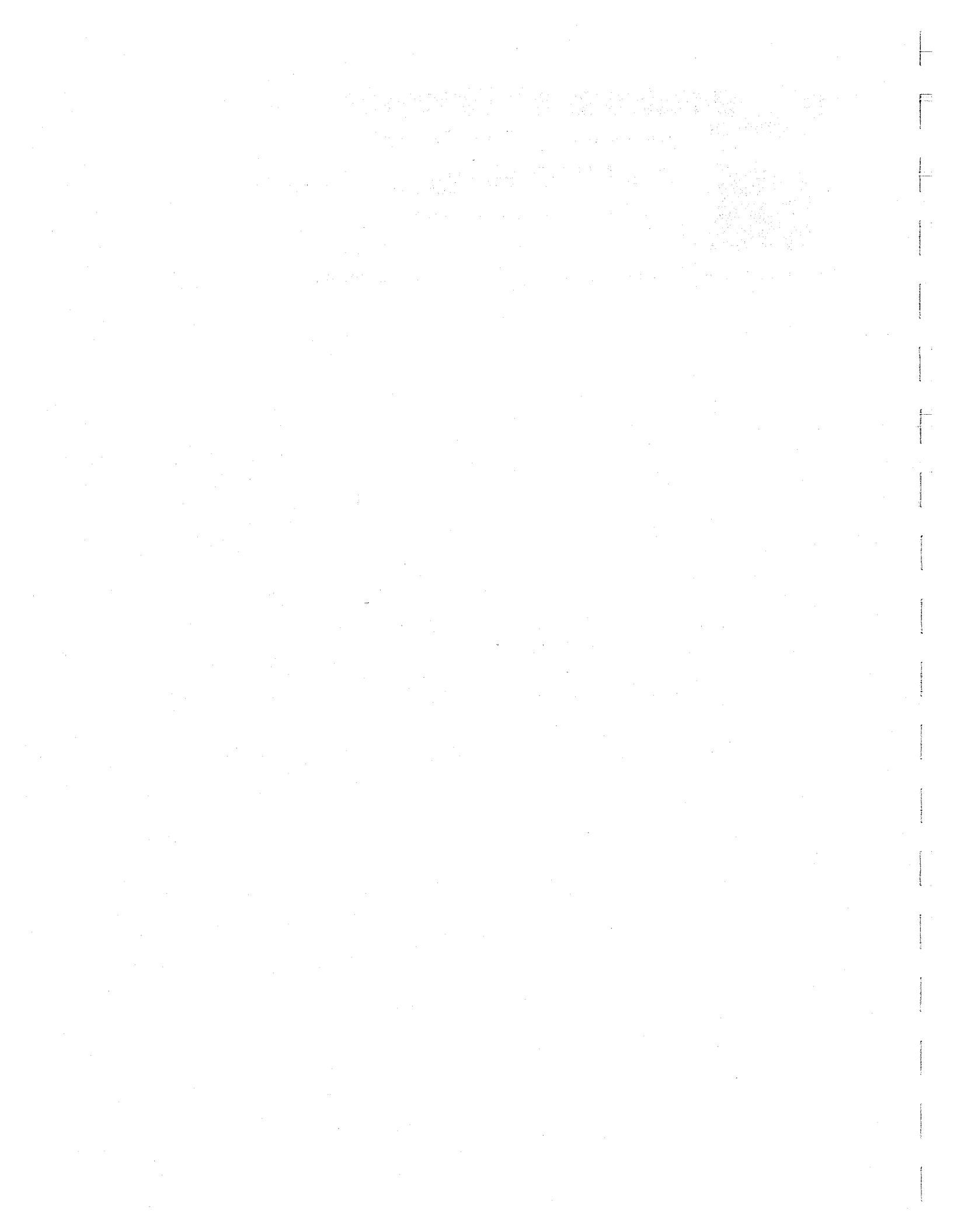
5. Select the **Create** button.
6. You may receive this message



7. Choose **Yes or No**
8. Next to the **Create** button, you will notice the text **Done!**



All messages from that individual will now go to the specified folder.



H. Judge's e-mail addresses

A proposed order shall be sent via Internet e-mail as an attachment to the e-mail address of the chambers of the Judge hearing the motion. When sending the document by e-mail, please include "Proposed Order - short case title" (e.g., Proposed Order - Jones v. Smith) in the subject line. The chambers' e-mail addresses are as follows:

Chief Judge Rosenbaum	rosenbaum_chambers@mnd.uscourts.gov	WordPerfect
Judge Kyle	kyle_chambers@mnd.uscourts.gov	Word or WordPerfect
Judge Davis	davis_chambers@mnd.uscourts.gov	Word or WordPerfect
Judge Tunheim	tunheim_chambers@mnd.uscourts.gov	Word or WordPerfect
Judge Montgomery	montgomery_chambers@mnd.uscourts.gov	Word or WordPerfect
Judge Frank	frank_chambers@mnd.uscourts.gov	WordPerfect
Judge Ericksen	joanericksen_chambers@mnd.uscourts.gov	WordPerfect
Sr. Judge Alsop	alsop_chambers@mnd.uscourts.gov	WordPerfect
Sr. Judge Magnuson	magnuson_chambers@mnd.uscourts.gov	WordPerfect
Sr. Judge Doty	doty_chambers@mnd.uscourts.gov	Word or WordPerfect
Magistrate Judge Lebedoff	lebedoff_chambers@mnd.uscourts.gov	Word or WordPerfect
Magistrate Judge Noel	noel_chambers@mnd.uscourts.gov	WordPerfect
Magistrate Judge Erickson	raymonderickson_chambers@mnd.uscourts.gov	WordPerfect
Magistrate Judge Boylan	boylan_chambers@mnd.uscourts.gov	WordPerfect
Magistrate Judge Nelson	nelson_chambers@mnd.uscourts.gov	WordPerfect
Magistrate Judge Mayeron	mayeron_chambers@mnd.uscourts.gov	Word or WordPerfect
Magistrate Judge Cudd	cudd_chambers@mnd.uscourts.gov	WordPerfect
Magistrate Judge Klein	klein_chambers@mnd.uscourts.gov	Word

You must serve opposing parties with a copy of the proposed order either conventionally or, if the parties have agreed, by e-mail.

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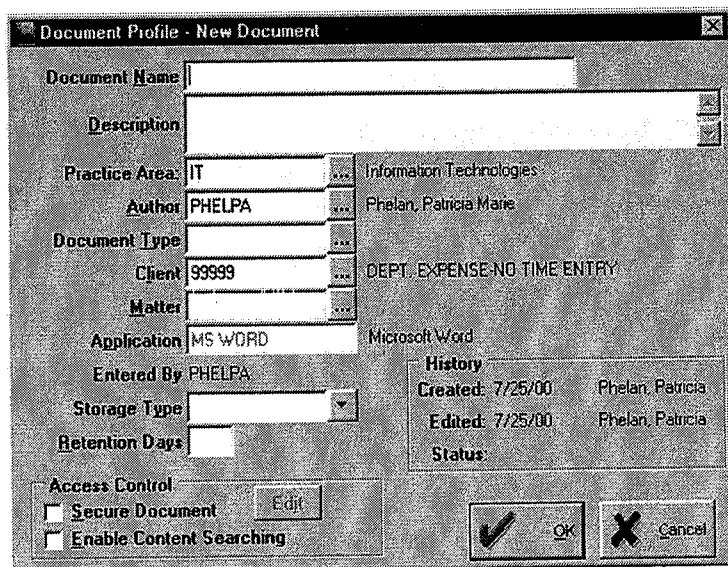
...the ... of ...
...the ... of ...
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I. Saving a Document to the Hard Drive of the Computer

1. Click on the **Save As** Button



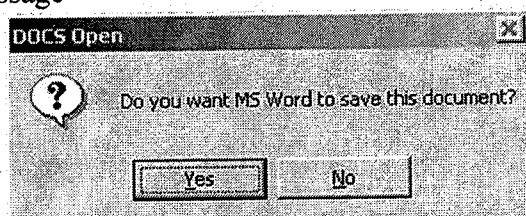
2. This will open the Document Profile Window for Docs Open

A screenshot of the 'Document Profile - New Document' dialog box. It contains several input fields: 'Document Name', 'Description', 'Practice Area' (set to IT), 'Author' (set to PHELPA), 'Document Type', 'Client' (set to 99999), 'Matter', 'Application' (set to MS WORD), 'Entered By' (set to PHELPA), 'Storage Type', and 'Retention Days'. There are also dropdown menus for 'Information Technologies', 'Phelan, Patricia Marie', and 'DEPT. EXPENSE-NO TIME ENTRY'. A 'History' section shows 'Created: 7/25/00' and 'Edited: 7/25/00' by 'Phelan, Patricia'. At the bottom, there are checkboxes for 'Secure Document' and 'Enable Content Searching', an 'Edit' button, and 'OK' and 'Cancel' buttons. An arrow points to the 'Cancel' button.

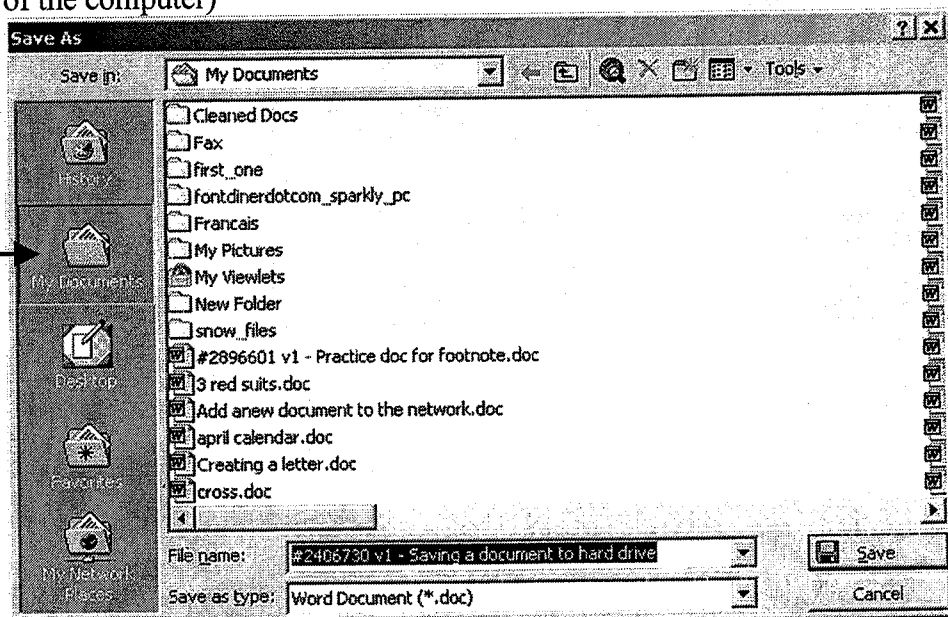
3. Click **Cancel**

4. You will receive this message

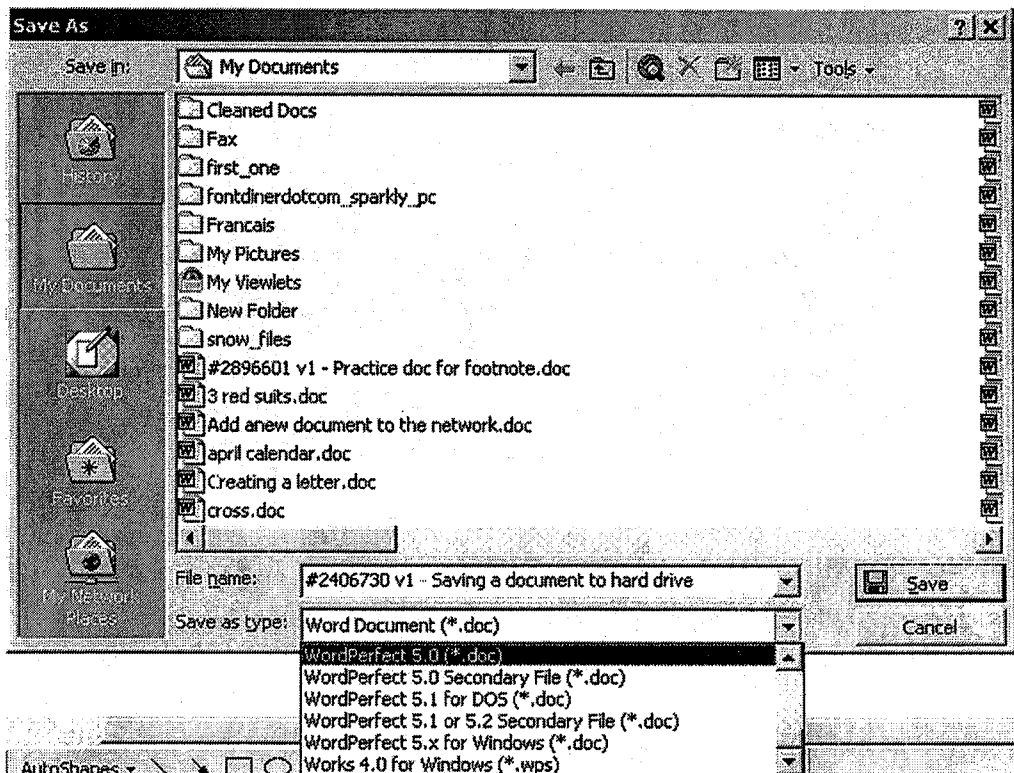
5. Select **Yes**



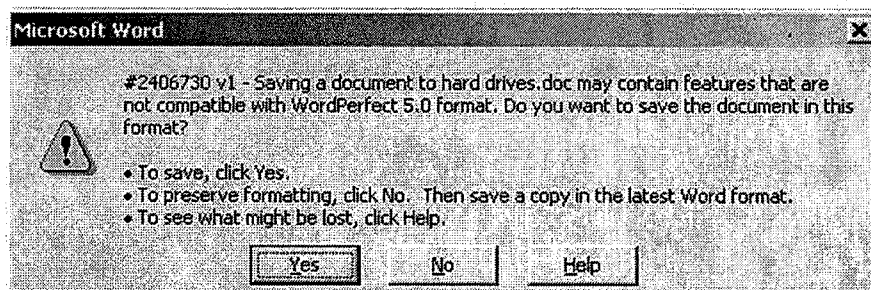
6. This will open the **Save As** Dialog Box (you are now saving the document on the hard drive of the computer)



7. **Navigate** to the **folder** where you would like to save the document (You can choose the My Documents folder by clicking on the My Documents button on the right)
8. Type the **name** of the document in the **File name** field
9. If you need to **change the file type to WordPerfect**,
10. Open the **Save as type:** drop down list
11. Scroll down and select **WordPerfect 5.0 (*.doc)**



12. Click **Save**
13. You will receive this message



14. Choose **Yes**
15. The document is now located in that folder of the computer

J. Set E-mail Addresses Where Notices Will Be Sent from the District Court

1. Navigate to the CM/ECF Minnesota District home page. <https://ecf.mnd.uscourts.gov/>
2. Scroll down to the Authentication Login area
3. Enter your **current Login** and **Password** provided by mail from district court

Note: You do **not** need to enter a client code

CM/ECF Account Agreement (This agreement applies only to ECF logins and passwords - it does not apply to PACER logins)

By accessing this system using an ECF login and password, the registered user (i) consents to receipt of the electronic notification via e-mail as service of pleadings and other papers (pursuant to Fed. R. Civ. P. 5) and of orders and judgments (pursuant to Fed. R. Civ. P. 77(d)), and (ii) acknowledges that documents filed by opposing counsel will be considered served upon the registered user for purposes of Fed. R. Civ. P. 5 if they are delivered through ECF.

The Court has the right to add or remove conditions to this agreement. Any changes will be clearly posted on this login page.

Authentication:

Login: 258615

Password: [masked]

client code: [empty]

Login Clear

4. Click the **Login** button

The U.S. District Court District of Minnesota Official Court Electronic Document Filing System page will open

CM/ECF - District of Minnesota - Live - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://ecf.mnd.uscourts.gov/cgi-bin/login.pl?588027561645508-L_311_0-1

ECF Civil Criminal Query Reports Utilities Logout

U.S. District Court
District of Minnesota

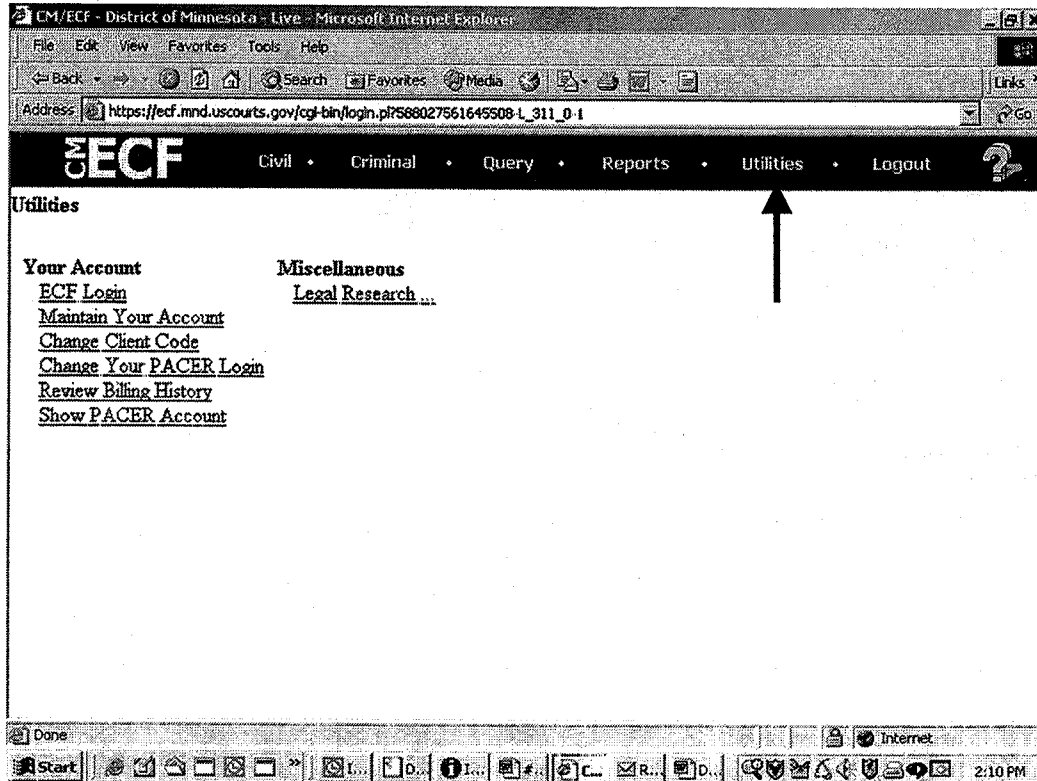
Official Court Electronic Document Filing System

This message is contained in the file OperationNotice.htm.
You may used this file to alert users to current CM/ECF operational issues.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

5. Click on the **Utilities** option in the upper right corner

The **Utilities** page will open



6. Click on the **Maintain Your Account** link

The **Maintain User Account** page will open

A screenshot of the ECF District of Minnesota website showing the 'Maintain User Account' page. The page contains a form with various fields for user information. The status bar at the bottom shows the time as 2:11 PM.

Maintain User Account	
Last name	Mitchell
First name	Lora
Middle name	Esch
Generation	
Gender	
ATY Type	
Title	
Type aty	
Bar number	259615
Prisoner id	
Office	Fredrikson & Byron
Unit	
Address 1	200 S 6th St Ste 4000
Address 2	
Address 3	
City	Mpls
State	MN
Zip	55402-1425
Country	
County	
Phone	612-492-7000
Fax	612-492-7077
Initials	
DOB	
AO code	
End date	

7. Scroll down to the bottom of the page

A screenshot of a web form for user information. The form includes fields for Phone (612-492-7000), Fax (612-492-7077), Initials, DOB, AO code, End date, Civil ref style, Criminal ref style, Date sworn, and Status. There are buttons for 'Email information...', 'More user information...', 'Submit', and 'Clear'. The form is displayed in a Microsoft Internet Explorer browser window with the address bar showing 'https://ecf.mnd.uscourts.gov/cgi-bin/login.pl?240577869873047-L_311_0-1'.

8. Click on the **E-mail information...** button

You should also enter the addresses where you would like notices sent. We strongly recommend that you have notices sent to your **F&B e-mail address** and your **secretary's e-mail address**. Including your secretary's e-mail address will allow your secretary to receive a "free peek" at the document and direct urgent matters to others when you are out of the office. You can also choose to receive e-mail notices at home in addition to your mailbox at F&B and your secretary's mailbox. Follow the instruction below to establish the mailboxes where notices will be sent

9. From the **Maintain User Account** page click on the **Email information...** button

10. The **Email information for...** will open

A screenshot of the 'Email information for Lora Esch Mitchell' page in a Microsoft Internet Explorer browser window. The page shows the 'Primary e-mail address' field with 'lmitchell@fredlaw.com'. There are checkboxes for 'Send the notices specified below', 'to my primary e-mail address', 'to these additional addresses' (with 'mpeterman@fredlaw.com' entered), 'Send notices in cases in which I am involved', 'Send notices in these additional cases', 'Send a notice for each filing', and 'Send a Daily Summary Report'. There are also radio buttons for 'Format notices' with options for 'html format for Netscape or ISP e-mail service' and 'text format for cc:Mail, GroupWise, other e-mail service'. The page is titled 'ECF' and has a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Logout.

11. Enter your F&B e-mail address in the **Primary e-mail address:** field (This will allow you to receives a free peek hyperlink)

12. Make sure you have the following options checked under **Send the notices specified below...**

- **To my primary e-mail address:** This must be checked or no notices will be sent
- **To these additional addresses:** Enter your **secretary's e-mail address and**, at your option, one other e-mail address. The first two recipients to use the hyperlink will receive the "free peek."

13. Click the **Return to Account screen** button

IMPORTANT NOTE: If your secretary assignment should change, it is your responsibility to access the Email Information page and update the e-mail address of your secretary.

K. ECF Master Forms

Master Forms

- | | | |
|----|--|----------|
| 1. | Notice of Motion | #2967738 |
| 2. | Motion | #2967737 |
| 3. | Exhibit Slip Sheets [Numeric] | #2967720 |
| 4. | Exhibit Slip Sheets [Alphabetical] | #2967722 |
| 5. | Certificate of Service [Electronic Filing] | #2967685 |
| 6. | Certificate of Service [Proposed Order] | #2968449 |
| 7. | List of Drop Down Menus | #2967651 |

~~2967737~~
2975196

#2964230\3

5
UNITED STATE DISTRICT COURT
DISTRICT OF MINNESOTA

[Case Caption]

NOTICE OF MOTION

PLEASE TAKE NOTICE that on the ____ day of _____, ____ at _____.m.,
pursuant to Rule ____ of the Federal Rules of Civil Procedure, _____ ("____") will move,
before the Honorable _____, U.S. District Court, [700 Federal Building, 316 North
Robert Street, St. Paul, Minnesota, United States District Court, 300 South Fourth Street,
Minneapolis, Minnesota] for an order for [list relief sought].

Dated: _____.

FREDRIKSON & BYRON, P.A.
4000 Pillsbury Center
200 South Sixth Street
Minneapolis, MN 55402-1425
Main Phone: 612.492.7000
Fax: 612.492.7077
Email Address: _____
ATTORNEYS FOR

#2967738\1

(S)
UNITED STATE DISTRICT COURT
DISTRICT OF MINNESOTA

[Case Caption]

MOTION TO/FOR

[Party Name] move [to/for] [explain type of motion and relief sought pursuant to Fed. R. Civ. P. ____]. The basis for this motion is that [list substantive grounds and basis for motion]

1.

2.

3.

4.

This motion is based on [List any applicable statutes or rules], case law, and the accompanying Memorandum in Support of Motion to _____, the Affidavit of _____ in Support of Motion to _____, the arguments of counsel, and all of the files, records, and proceedings herein.

[For Discovery Motions Include the Following]: Counsel for _____ certifies that they conferred with counsel for _____ in good faith and attempted to resolve the issues involved in this motion without the need for court action, as required under Local Rule 37.1.

Dated: _____

/s/ _____

_____ (# _____)

_____ (# _____)

FREDRIKSON & BYRON, P.A.

4000 Pillsbury Center

200 South Sixth Street

Minneapolis, MN 55402-1425

Main Phone: 612.492.7000

Fax: 612.492.7077

e-mail _____

ATTORNEYS FOR _____

#2967737\1

[Case Name]

Court File No. _____

EXHIBIT 1

EXHIBIT A

**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MINNESOTA**

[Caption]

[Court File No. _____]

CERTIFICATE OF SERVICE

I hereby certify that on [date], I electronically filed the foregoing documents:

with the Clerk of the Court by using the CM/ECF system which will send a notice of electronic filing to the following:

I further certify that I mailed the foregoing document and the notice of electronic filing by first-class mail to the following non-CM/ECF participants:

Dated: _____, 20__.

/s/ Attorney's Name

Attorney's Name

Attorney's Bar Number

Attorney for [Plaintiff/Defendant]

Fredrikson & Byron, P.A.

4000 Pillsbury Center

200 South Sixth Street

Minneapolis, MN 55402-1425

Telephone: (612) 492-7000

Facsimile: (612) 492-7077

Attorney's E-mail Address

**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MINNESOTA**

[Caption]

[Court File No. _____]

CERTIFICATE OF SERVICE

I hereby certify that on [date], I served a copy of the Proposed Order for _____ Motion _____, by depositing the same in the United States mail, postage prepaid, at Minneapolis, Minnesota, in an envelope addressed to the following:

Dated: _____, 20__.

/s/ Name of Assistant to Attorney of Record

Name of Assistant for Attorney of Record

Fredrikson & Byron, P.A.

4000 Pillsbury Center

200 South Sixth Street

Minneapolis, MN 55402-1425

Telephone: (612) 492-7000

Facsimile: (612) 492-7077

Attorney's E-mail Address

#2968449\1

Filing Options for Attorneys
CIVIL

Initial Pleadings and Service
Service of Process

Acknowledgement of Service
Affidavit of Service
Certificate of Service
Request for Waiver of Service
Service by Publication
Summons Returned Executed
Summons Returned Executed as to USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Unexecuted
Writ of Habeas Corpus ad Prosequendum
Executed
Writ of Habeas Corpus ad Prosequendum
Unexecuted
Writ of Habeas Corpus ad Testificandum
Executed
Writ of Habeas Corpus ad Testificandum
Unexecuted

Other Answers

Affidavit in Opposition
Affidavit in Support
Amended Answer to Complaint
Answer to Complaint (Notice of Removal)
Answer to Writ of Garnishment
Claim
Disclaimer
Withdrawal of Claim

Appeal Documents to USCA

Appeal Transcript Request
Appeal of Magistrate Judge Decision to
District Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Designation of Record on Appeal
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal
Subsequent Notice of Appeal

Other Filings
Notices

Certificate of Counsel
Notice (Other)
Notice of Acceptance with Offer of Judgment
Notice of Appearance
Notice of Application for Writ
Notice of Attorney Appearance/Substitution
Notice of Change of Address
Notice of Filing Bankruptcy
Notice of Filing Petition for Certiorari
Notice of Hearing on Motion
Notice of Lis Pendens
Notice of Settlement
Notice of Voluntary Dismissal

Trial Documents

Agreement for Jury Verdict
Exhibit
Exhibit List
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Voir Dire
Trial Brief
Witness List

Other Documents

Affidavit
Amended Document (NOT Motion)
Amicus Curiae Appearance
Application for Writ
Bill of Costs
Consent to Magistrate Judge Disposition on
Motion
Delaration
Errata
Financial Affidavit
Financial Affidavit – CJA 23
Interpleader

Social Security
Social Security Answers

Answer to Social Security Complaint

Social Security

Return of service of Social Security
complaint
Social Security Transcript Remark
Social Security brief by defendant
Social Security brief by plaintiff
Social Security notice
Social Security replay brief by plaintiff
Submission of administrative record
Supplemental Social Security transcripts

Other Documents – Continued

Jury Demand
Objection to Report and Recommendations
Objections to Answer to Writ
Partial Satisfaction of Judgment
Pretrial Memorandum
Proposed Pretrial Order
Redacted Document
Request
Response to Order to Show Cause
Rule 7.1 - Disclosure Statement
Satisfaction of Judgment
Settlement Agreement
Special Assessment Paid in Full
Statement of Case
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplement
Transcript Request

Motions and Related Filings

Motions

Alter Judgment	Extension of Time to File Document	Set Aside
Amend/Correct	Extension of Time to File Response/Reply	Set Aside Default
Appeal in Forma Pauperis	File Excess Pages	Set Aside Forfeiture
Appear	Forfeiture of Property	Set Aside Judgment
Appoint Counsel	Hearing	Set Aside Verdict
Appoint Custodian	In Limine	Settlement
Appoint Expert	Intervene	Sever
Appoint Guardian/Attorney ad Litem	Issuance of Warrant in rem	Show Cause
Appoint Receiver	Joinder	Stay
Approve Consent Judgment	Judgment Debtor Exam	Strike
Associate Attorney	Judgment NOV	Substitute Attorney
Attorney Fees	Judgment as a Matter of Law	Substitute Party
Bifurcate	Judgment of Forfeiture	Summary Judgment
Bill of Costs	Judgment on Partial Findings	Take Deposition
Bond	Judgment on the Pleadings	Taxation of Costs
Certificate of Appealability	Judgment under Rule 54(b)	Temporary Restraining Order
Certify Class	Leave to Appeal	Transfer
Change Venue	Leave to File Document	Unseal Case
Compel	Letters Regatory	Unseal Document
Consolidate Cases	Limited Admission	Vacate
Continue	Miscellaneous Relief	Withdraw
Declaration of Mistrial	More Definite Statement	Withdraw Reference
Declaratory Judgment	New Trial	Withdraw as Attorney
Default Judgment	Order of Sale	Writ
Deposit Funds	Partial Summary Judgment	Writ of Garnishment
Directed Verdict	Permanent Injunction	Writ of Habeas Corpus ad prosequendum
Disbursement of Funds	Preliminary Injunction	Writ of Habeas Corpus ad testificandum
Disclosure	Proceed in Forma Pauperis	Writ of Mandamus for Contempt for Judgment for Order
Discovery	Produce	
Dismiss	Protective Order	
Dismiss/Lack of Jurisdiction	Quash	
Dismiss/Lack of Prosecution	Reassign Case	
Disqualify Counsel	Reconsideration	
Disqualify Judge	Recusal	
Disqualify Juror	Release of Bond Obligation	
Enforce Judgment	Release of Funds	
Entry of Default	Remand	
Entry of Judgment	Reopen Case	
Expedite	Return of Property	
Extend	Sanctions	
Extension of Time to Amend	Seal	
Extension of Time to Complete Discovery	Seal Case	
Extension of Time to File Answer	Seal Document	
	Sealed Motion	
	Service by Publication	

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